

Process Name: Purchasing		Process Identifier: PU	
Sub-Process Name: Requisition		Sub-Process Identifier: PU-1	
Sub-Process Purpose and Objectives: To generate an approved request to procure goods and/or services or to establish a purchasing contract, other than a Professional Services Contract which would not be handled by Central Purchasing.			
Sub-Process Description: Agencies enter Requisitions into the TOPS system, and the system automatically generates an electronic approval path. Once the Requisition gains the necessary approvals, processing proceeds. If the request is for a Statewide contract, funds are then pre-encumbered; otherwise, a pre-encumbrance is not created. And if the purchasing method is not Delegated Procurement Authority from Bid for an amount of \$5k or more, the requestor enters a status code that routes the Requisition to Central Purchasing (i.e., DPA Requisitions are processed by the agencies).			
The TOPS system automatically routes the Requisition to a Buyer Supervisor based on Commodity Code. The Buyer Supervisor reviews the Requisition for method of purchase, and then assigns the Requisition to a Buyer based on buyer workload and the schedule of procurements currently being worked. The assigned Buyer reviews the Requisition (i.e., specs., suggested vendors, etc.), and if the Buyer accepts the Requisition as is, the Buyer moves with performing either a formal or informal Solicitation. The Buyer may not accept the Requisition as is (i.e., a change may be needed to the commodity coding, quantity, unit of measure, dollar amount, etc.) and will work with the submitting agency to rectify the problems.			
Sub-Process Trigger(s): <ul style="list-style-type: none">This process is triggered when a need to procure goods and/or services or to establish a purchasing contract (excluding Professional Services Contracts).		Key Sub-Process Participants: <ul style="list-style-type: none">Agencies (requestors)Central Purchasing (but not if purchasing method is Delegated Purchasing Authority from Bid and the amount is \$5k or more)	
Inputs:			
Input	Format	Volume/Time	Suppliers

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Purchasing Requisitions	Electronic		Agencies
Outputs:			
Output	Format	Volume/Time	Recipients
Approved Purchase Requisitions	Electronic	2,500	Buyers and Requestors
Performance Measures Tracked:			
Measure	Approx. Value	Target Value	
Laws, Regulations, and Policies That Govern Sub-Process: Purchasing policy and State and federal code			
Current Sub-Process Issues/Problems: The requestors often have difficulty assigning correct commodity codes			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Improve commodity code identification and assignment by implementing a state-of-the-art, automated search engine		Requestors often have difficulty assigning correct commodity codes	

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Applications that Support the Sub-process	
Application Name(s) <i>(Internal name and vendor's name)</i>	Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>
TOPS	TOPS is based on a system that was developed by Information Management Specialists, Inc.; the company conducts business under the name of Informs. Informs' name for the system is Advanced Government Purchasing System (AGPS). The system is written in COBOL and runs on a mainframe.
STARS	STARS is a mainframe-based governmental accounting system that was developed by KPMG. It is written in COBOL and uses an IMS database.





